

# SharePoint Instructions

This document includes instructions for LIA/NIA/LFNE/LHD contractors to access the SharePoint website to submit the FFY12 Annual Progress Report (APR) report. The following APR documents are to be submitted to the *Network* via SharePoint by **Monday, October 15, 2012**:

1. Activity Tracking Form (for activities conducted between April 1, 2012-September 30, 2012)
2. APR Form
3. APR Narrative
4. Coversheet Checklist
5. Three-year Retrospective Reprot (for LFNE projects only)

There is also an online survey component to the APR, which can be accessed here:  
<https://www.surveymonkey.com/s/GVYD8VD>.

If you have questions about using SharePoint or need technical assistance, please email  
[Alexis.Narodovich@cdph.ca.gov](mailto:Alexis.Narodovich@cdph.ca.gov).

## What is a SharePoint?

A SharePoint is a website that provides a central location to submit documents and makes it easier for people to work together.

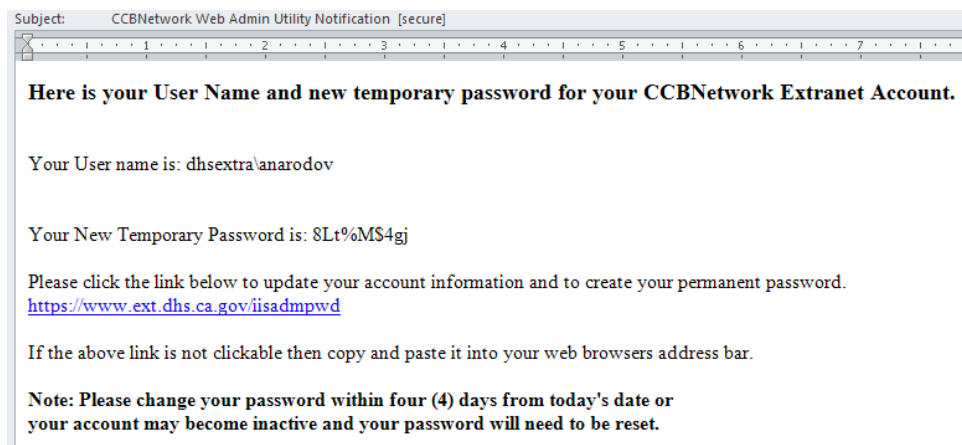
## Existing SharePoint Users

If you have an existing SharePoint user name and password from a previous reporting period, log on to SharePoint to ensure your account is currently active: <https://portal.dhs.ca.gov/sites/ccbnetwork/ATF/default.aspx>. If your password has expired, email [Alexis.Narodovich@cdph.ca.gov](mailto:Alexis.Narodovich@cdph.ca.gov) to reset your password. When your password is reset you will receive an email from Priya Bacharaja, the *Network's* IT Specialist. Please refer to the password instructions below to update your password.

## Fist Time SharePoint Users: How to Obtain a User Name and Password

When your SharePoint account is created, you will receive an email from Priya Bacharaja with the subject line "CCBNetwork Web Admin Utility Notification [secure]." The email will appear as shown below and will include your user

name and a temporary password. Please note that the following is only an example. Each user will receive their own user name and unique temporary password.



You will not be able to submit your reporting documents to SharePoint until you reset your password. This must be done within **4 days** of receiving the email. To update your password, click the link in the email you received and enter your user name and the temporary password given to you. Your user name will be your first initial and part of your last name. **You should not include "dhsextra\" as part of your user name.** Note that the link will deactivate after it is clicked, meaning you only have one time to change your password. You will then be directed to the password change screen, as shown below.

The screenshot shows a web browser window titled "DHCS IIS - Authentication Manager - Windows Internet Explorer". The address bar shows the URL "https://www.ext.dhs.ca.gov/isadmpwd/". The page content includes the title "DHCS Internet Service Manager", a password requirement notice, a list of password rules, a note about the first character, a message about an expired password, and a form with fields for Account, Old password, New password, and Confirm new password. At the bottom are buttons for Submit, Cancel, and Clear Form.

**DHCS Internet Service Manager**

Passwords must be 9 characters or more and contain at least:

- 1 UPPERCASE
- 1 lowercase
- 1 numeric character

**NOTE:** Do not use a space or a number as the first character of your password.

Your password has expired. You can change it now.

Account

Old password

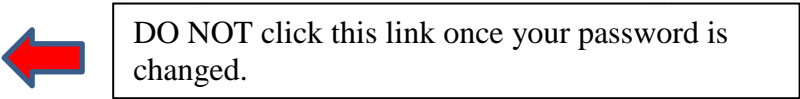
New password

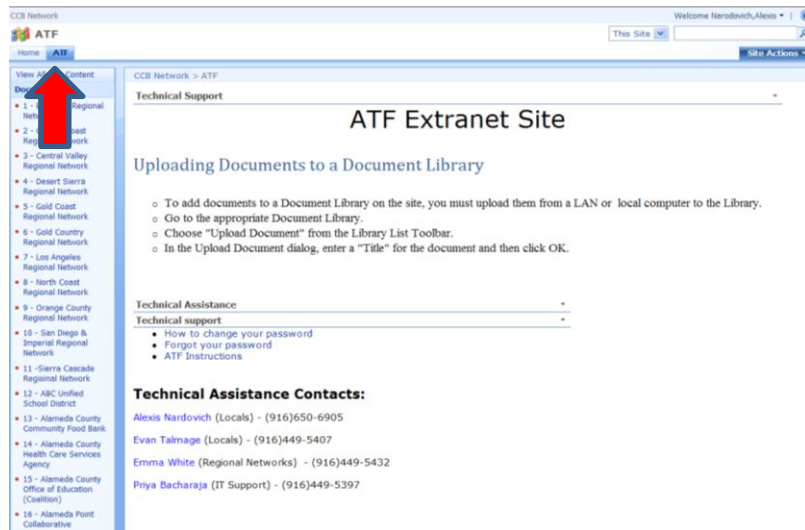
Confirm new password

As noted on the screen, your password must include:

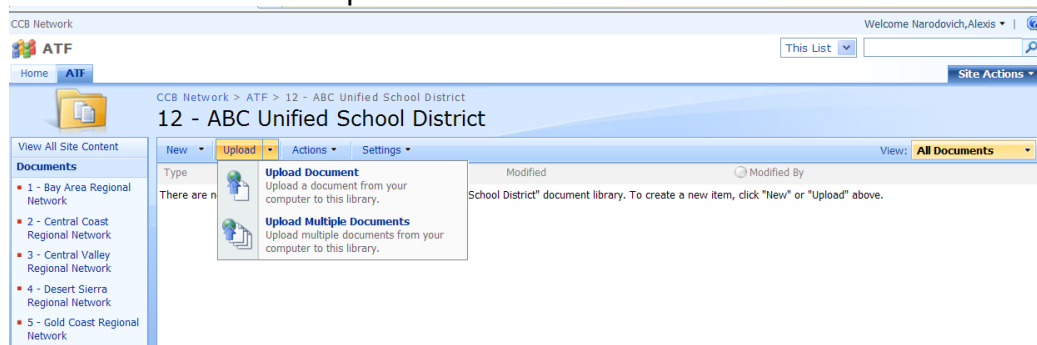
- 1 UPPERCASE
- 1 lowercase
- 1 numeric character

Once you select a password, click “submit” at the bottom of the screen. When your password is successfully changed, a link will appear at the bottom of the screen that you **SHOULD NOT** click (see below). **Instead, exit out of the screen altogether.** You are now ready to sign into SharePoint and submit your reporting documents.

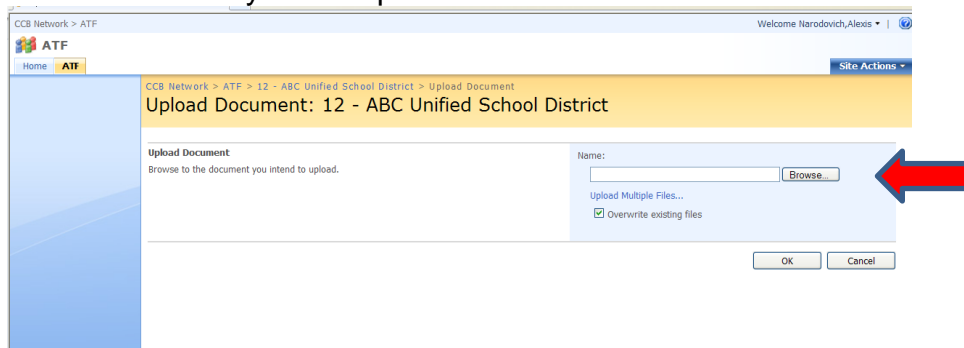




Once you click your organization's folder, the upload screen will appear. Click the "Upload" tab, and select "Upload Document" from the drop down menu as shown below.



From here, you will be directed to the Browse screen (shown below) where you are able to upload your reporting documents from your computer.



By selecting the “Browse” button, you will be able to upload the documents from where they are saved on your computer. Once the file is found, select “OK” and your document will be saved to SharePoint. **Note:** each APR document you need to submit will be uploaded separately.

Once the APR documents are uploaded to SharePoint, you can log out by selecting the drop down menu by your name at the top right-hand side of the screen, and clicking “Sign Out” as shown below.

